



Natural Resources Conservation Service  
75 High Street, Room 301  
Morgantown, WV 26505

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February 2, 2006

**WEST VIRGINIA BULLETIN NO:** WV180-6-2

**SUBJECT:** CPA – West Virginia Certified Conservation Planner Policy

**Purpose:** To distribute the West Virginia Certified Conservation Planner Amendment 2, to the General Manual

**Expiration Date:** September 30, 2006

This amendment defines the certified conservation planner process for NRCS personnel and Technical Service Providers (TSP).

Some of the major changes from the first amendment are:

- The positions that must be held by certified conservation planners are defined in the amendment.
- The State Resource Conservationist will provide the trainers for the NRCS Conservation Planning Course modules 6-9; and, will notify the trainees and their supervisor of successful completion of all the modules.
- Line officers will make recommendations, through the chain of command, to the State Conservationist as to whether an NRCS employee meets the certification criteria outlined in this amendment.
- The State Resource Conservationist will make certification recommendations for TSP.
- The State Conservationist is the certifying official for both NRCS employees and TSP.
- The de-certification process is described.
- There are now two categories for certification: (1) certified conservation planner, and (2) certified planning advisor. The first certification is for those positions for which planning certification is necessary. The second certification is for area and state personnel that provide assistance to planners or who are involved in training the NRCS planning process.
- A knowledge, skills, and abilities matrix has been included in this amendment to display the topics that must be mastered to achieve certification.

- A flowchart of the certification process is included.
- Quality control will be conducted at the area and state level.

/s/

RONALD L. HILLIARD  
State Conservationist

Attachment: [GM180, Part 406, WV Amendment #2, dated January 2006](#)

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